

2- SUBDIVISION MAPS

Subdivision Maps are used to create a division or consolidation of land under the provisions of the Subdivision Map Act and the Subdivision Ordinance. The procedure may require filing of a tentative map and final map. Subdivisions are classified as either major or minor. Major subdivisions generally create a division of land resulting in more than four lots or condominium units and these maps are generally referred to as final maps. Criteria for processing major subdivision maps may be found in this manual under Section 2-100 Major Subdivisions. Minor subdivisions consist of a division of land usually resulting in four or fewer lots or condominium units are generally referred to as parcel maps. Criteria for processing minor subdivision maps may be found in this manual under Section 2-200 Minor Subdivisions. A more detailed description of the types of subdivision maps may be found in the State of California Subdivision Map Act Section 66410 - 66499.58. Parcel maps may also be filed as the enabling document for lot consolidation or boundary adjustment processes (See Section 2-400 Adjustment Plats)

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MAJOR SUBDIVISIONS
SECTION 2-100

2-100 MAJOR SUBDIVISIONS - General

Major subdivision maps are used to create a division of land resulting in more than four lots or condominium units as set forth in the Subdivision Map Act and the Subdivision Ordinance. The process requires filing of a tentative map and a final map. A preliminary map, depicting the development concept may be submitted prior to a formal application (See Section 2-101.3). Map processing is administered by both the Planning Department and the Engineering Division of the Public Works Department. Tentative maps are approved, conditionally approved, or denied by the City Council following recommendation by the City Planning Commission except that one lot condominium tentative subdivision maps may be approved by the Planning Commission. The Planning Department administers processing for tentative maps. The Engineering Division administers processing of the final map and submits the final map to City Council for approval.

Tentative Maps shall be prepared by a California Registered Civil Engineer. Final Maps and Parcel Maps shall be prepared either by a California Registered Civil Engineer (with a registration number of 33965 or lower) or a Licensed Land Surveyor authorized to prepare maps in accordance with provisions of the Subdivision Map Act or the Land Surveyors Act.

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MAJOR SUBDIVISIONS
SECTION 2-101
TENTATIVE MAPS

2-101 TENTATIVE MAPS

2-101.1 PURPOSE

Tentative subdivision maps depict the overall development proposed. Although not precise in detail, such as pavement structural section, tentative maps are specific in those items that can be predetermined such as street dimensions, right of way and utility location. Upon City approval, tentative subdivision maps essentially constitute an agreement between the developer and the City relative to the approximate subdivision design including existing and proposed grading, zoning, and public improvements. Tentative maps guide all subsequent work. Therefore, tentative maps should be as complete and specific as reasonably possible.

All tentative maps shall be prepared by a California Registered Civil Engineer.

2-101.2 FORM AND CONTENT

(1) General

- a) Tentative maps shall be legibly drawn on mylar, (min. 3 mils (0.08mm) thick) or other reproducible material as approved by the Director of Planning.
- b) Minimum size shall be 18" X 26" (46cm x 66cm).
- c) Minimum scale shall be 1" = 100' (1cm = 10m).

(2) Margin Information

- a) Title - Name of Subdivision
- b) Chula Vista Tract Number (CVT) - All subdivisions in Chula Vista will be assigned a tract number by the Planning Department. A typical designation such as "CHULA VISTA TRACT NO. 95-05, UNIT NO. 2" indicates that subject development was the 2nd unit of the 5th tentative subdivision map filed in 1995.
- c) A concise legal description to define the location of the proposed subdivision.
- d) Tax Assessor's parcel number(s).
- e) The name, address, telephone number and signature of the record owner or owners.
- f) The name, address and telephone number of the subdivider, if other than owner(s).
- g) The name, address and telephone number of the person, firm or organization preparing the tentative map and the license or registration number of the registered civil engineer responsible for the map.
- h) Source of domestic potable water supply for each lot.
- i) Method of sewage disposal.

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- j) Existing zoning.
 - k) Proposed zoning.
 - l) Proposed land use of each parcel.
 - m) Gross area (acres and square feet (square meters)) .
 - n) Source of topographic information
 - o) Statement relative to quantity of proposed grading
 - p) The date the map was prepared and the number and date of any revision(s).
 - q) A vicinity map with north arrow and scale.
- (3) Map Data
- a) North arrow.
 - b) Map Scale in words or figures and graphically, in the event the map is enlarged or reduced.
 - c) Approximate curve information for all curves shall be shown (boundaries; streets; Easements; Tentative Maps; Major Subdivisions; Easements; easements; etc.)
 - d) Lines of inundation (if any) for the design storm of any streams or watercourses passing through or adjacent to the tentative map boundaries.
- (4) Boundary Data
- a) Fully dimension all boundaries (approximate values).
 - b) Indicate proposed boundaries using solid lines, use dashed lines for existing boundaries.
 - c) Tie property boundaries to street centerline when adjacent or in close proximity to public streets.
 - d) Clearly identify all City or County boundaries
- (5) Existing Conditions - The following information shall be shown within the tentative map boundaries and within a minimum of 100 feet (30m) thereof:
- a) Locations, names, grades, existing widths of all highways, streets, and roads, and if private designated as such.
 - b) Location, widths, and type of any sidewalks, curbs and gutter and driveways.
 - c) Widths and approximate locations of all existing Easements, Tentative Maps, easements, including rights of way, whether public or private, recorded or unrecorded.

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- d) Location and identification of any existing utilities and drainage facilities.
 - e) Identification of all buildings or structures as to land use (single-family dwelling, duplex, commercial building, barn, shed, etc);
 - f) Location of all existing buildings or structures with respect to proposed lot lines.
 - g) The approximate location of all isolated trees with an average trunk diameter of 4 inches (10cm) or greater within the boundaries of the tract, and the outlines of groves or orchards.
 - h) Topography and contours at no more than 5 foot (2m) intervals within the total ownership boundaries. Contours shall extend beyond such boundaries a minimum of 100 feet (30m). In addition any predominant ground slopes in the vicinity shall be shown or noted. Contours shall be based on City Bench Marks.
 - i) Widths and directions of flow for all watercourses.
 - j) Adjacent lands if owned, leased, or under option to purchase by the owner of the land proposed to be subdivided, or the subdivider. The exclusion of any land from the proposed subdivision shall not create strips or parcels incapable of development, as determined by the Planning Director.
 - k) Seismic fault lines.
- (6) Proposed Development - All proposed improvements shall be clearly identified by means of notes, symbols and/or typical sections including:
- a) Locations, grades, and widths of any proposed highways, streets, or roads, and if to be private designated as such;
 - b) Proposed street or Easements, Tentative Maps, easement dedications;
 - c) Approved names for all streets within the boundaries of the tentative map;
 - d) Proposed sidewalks, pavement, curbs and gutter, retaining walls, street lights, and driveways;
 - e) Location, size, and direction of flow for all sewer facilities and whether public or private.
 - f) Proposed drainage facilities, direction of surface drainage; and structural best management practices;
 - g) Any existing structures to be removed or relocated and any proposed buildings;
 - h) Proposed grading using symbols and criteria per the Grading Ordinance and Standard Drawings of the City of Chula Vista.
 - i) Any trees to be removed.
 - j) Location, purpose and size of proposed Easements, Tentative Maps, easements and whether public or private.

- k) Other methods of proposed development including lot design, providing utilities, and any matters which might pertain solely to the particular subdivision.

(7) Lot information

- a) Approximate dimensions shall be shown for each proposed lot.
- b) All lots are to be consecutively numbered beginning with Lot 1. Proposed open space lots shall be consecutively lettered beginning with Lot "A".
- c) Net area of each lot in acres and square feet (square meters) shall be shown. In addition to showing areas on each lot, provide a separate tabulation of areas by lot (See Sample Tentative Map - Section 2-101.5)
- d) Provide Prototypical Details on the Tentative Map of lot frontages showing the location of a driveway, utilities and at least one tree for each lot type. Note - this will be a key item in evaluating plans for conformance with the Tentative Map.
- e) When retaining walls are necessary (proposed) on corner lots, additional consideration shall be given to the design of those walls, such as articulation of the wall and/or additional plantings. A typical wall/planting detail for any corner lots with retaining walls shall be shown on the Tentative Map.

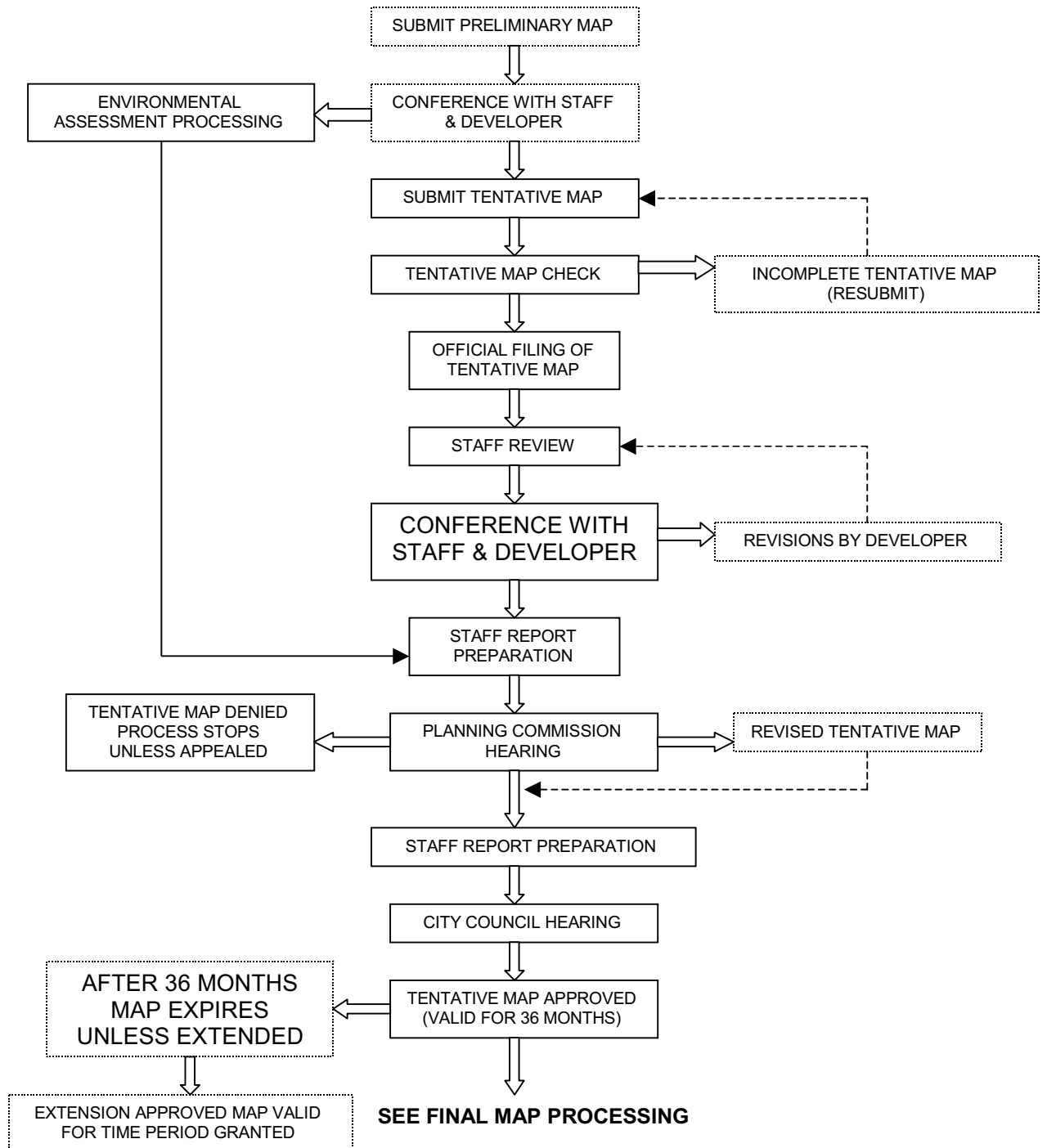
2-101.3 PROCESSING

- (1) **Preliminary Subdivision Map.** The Subdivider is strongly encouraged to submit a preliminary map depicting his concept for development of the property. This map is an informal sketch (without fees) submitted to the Planning Department for their advice regarding City requirements; constraints on development; recommendations for development; and the most expedient method of processing the subsequent tentative map.
 - a) Preliminary Map Submittals - Submit six (6) copies of the preliminary subdivision map to the Planning Department. The map should contain the following:
 - 1) Location Map.
 - 2) North arrow and scale (1"=100' (1cm=10m) preferred).
 - 3) Acreage of the subdivision.
 - 4) Date.
 - 5) Number of lots and approximate size of each.
 - 6) Existing and proposed streets (indicate street widths, grades and cul-de-sac radii).
 - 7) Existing topography.
 - 8) Proposed grading and pad elevations.
 - 9) Any other information which may affect the project (i.e., environmental, adjacent development, trees, etc.).
 - b) Preliminary Subdivision Map Review and Conference - The city staff will review the preliminary subdivision map within two to three weeks, after which an informal conference will be scheduled with the subdivider.

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- c) Environmental Review Process - Subdivisions are subject to the provisions of the California Environmental Quality Act (CEQA) and cannot be considered by the Planning Commission unless a Negative Declaration has been certified or and Environmental Impact Report has been reviewed by the Planning Commission. An Initial Study submitted with the preliminary subdivision map could result in a Negative Declaration or a simplified or focused Environmental Impact Report which may accelerate the environmental review process on the tentative subdivision map.
- (2) **Tentative Map Filing.** The tentative map is filed with the Planning Department and reviewed by both the Planning Commission and the City Council. The Commission acts in the capacity of an advisory body to the Council.
- (3) **Submittal Requirements** - The items listed below should be submitted to the Director of Planning for tentative map processing. A tentative map application will not be considered officially filed until all items are submitted.
- a) One reproducible copy (sepia, mylar or approved media) and 23 blueline copies of Tentative Map. See Section 2-201.2
 - b) Preliminary Title Report - 2 copies
 - c) Preliminary Soils Report - 1 copy
 - d) Geological Report - 1 copy (Not required for condominium conversions)
 - e) Scenic Highways Proposal - 1 copy (Not required for condominium conversions)
 - f) Development Standards - 1 copy (P-C zone) (Not required for condominium conversions)
 - g) Affirmative Fair Marketing Plan - 1 copy for developments of 50 or more lots/units(Not required for condominium conversions)
 - h) Condominium conversions :
 - 1) Landscape concept plan - 1 blueline copy; 1 colored copy; and 28 copies reduced to 8-1/2" X 11" (22cm X 28cm)
 - 2) Building elevations - 1 blueline copy; 1 colored copy; 28 copies reduced to 8-1/2" X 11" (22cm X 28cm); and one 35 mm colored slide (if colored)
 - 3) Site plan - 1 blueline copy; 1 colored copy; 28 copies reduced to 8-1/2" X 11" (22cm X 28cm); and one 35 mm colored slide (if colored)
 - 4) Floor plans - 28 copies reduced to 8-1/2" X 11" (22cm X 28cm); and one 35 mm colored slide (if colored)
 - 5) Statement on utilities and meters - 1 copy
 - 6) CC&R's - 1 copy
 - 7) Stamped, self-addressed envelope for each tenant- 3 sets

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- 8) Evidence of notification of intent to convert given to tenants 60 days prior to filing of tentative map
 - (4) **Approval** - Pursuant to Subdivision Map Act Sections 66452.1 and 66452.2.
 - (5) **Appeal** - Tentative map determinations may be appealed pursuant to City ordinance.
 - (6) **Amended Map** - If field conditions prevent completion of a subdivision in substantial conformance with an approved tentative map, either an amended tentative map or a new tentative map shall be filed, as determined by the City Engineer.

2-101.4 TENTATIVE SUBDIVISION MAP FLOW CHART



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Tentative Map – Chula Vista Tract No. 96-06 Vista Del Mar

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**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

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2.102.6 TENTATIVE MAP CHECKLIST

CITY OF CHULA VISTA

SUBDIVISION _____

TRACT NO. _____

**FOR OFFICE USE
ONLY**

DP - _____

PCS- _____

INITIALS: _____

DATE: _____

Property Owner(s):
&
Address

Engineer/Surveyor: _____

PHONE: _____

ITEM	CHECK	REMARKS
2-101.3(2) SUBMITTAL PACKAGE - Maps, Reports, Statements & Exhibits		
Initial Deposit	<div>Amount</div> <div>\$ _____</div>	
B. Development Processing Agreement executed		
C. Tentative Map Submittal		
D. Preliminary Title Report – 2 copies		
E. Preliminary Soils Report – 1 copy		
F. Geological Report – 1 copy (if required)		
G. Scenic Highways Proposal – 1 copy (if required)		
H. Development Standards – 1 copy (P-C zone) (if required)		
I. Affirmative Fair Marketing Plan – 1 copy for developments of 50 or more lots/units (if required)		
J. Notification List and associated items		
K. Condominium conversions:		
1. Landscape concept plan and required copies		
2. Building elevations and required copies		
3. Site plan and required copies		
4. Floor plans and required copies		
5. Statement on utilities and meters – 1 copy		
6. CC&R's – 1 copy		

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SECTION 2: SUBDIVISION MAPS

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ITEM	CHECK	REMARKS
7. Stamped, self-addressed envelope of each tenant – 3 sets		
8. Evidence of notification of intent to convert given to tenants 60 days prior to filing of tentative map.		
2-101.2(1) FORM AND CONTENT - General		
A. Legibly drawn on mylar, sepia or other approved media		
B. Min. 18" x 26" (46cm x 66cm), Max. 36" x 60" (91cm x 152cm) With 1" (2.5cm) margin		
C Scale: 1" = 100' (1cm = 10m) minimum in both words and graphically and north arrow		
2-101.2(2) MARGINAL INFORMATION:		
A. Title – Subdivision Name		
B. Chula Vista Tract No.		
C. Legal description: Sufficient to define map boundaries		
D. Tax Assessor's Parcel Number(s)		
E. Owner's name, address, telephone number and signature		
F. Applicant's name, address, telephone number (if other than owner)		
G. Civil engineer's name, address, telephone number, and registration or license number		
H. Source of water supply		
I. Method of sewage disposal		
J. Zoning – existing and proposed		
K. Present and Proposed usage of each parcel		
L. Gross area (acres and square feet (square meters))		
M. Reference to topographic source		
N. Grading – statement if no grading proposed		
O. Date of preparation and number and dates of any revision		
P. Vicinity map with north arrow and scale.		
Q. Total number of lots and total number of each type of lot		
R. Minimum, Maximum, and Average lot size		
S. Drainage and Flood Control measures		

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SECTION 2: SUBDIVISION MAPS

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ITEM	CHECK	REMARKS
2-101.2(3) MAP DATA:		
A. North arrow		
B. Scale (min. 1" = 100' (1cm = 10m) shown both in words or figures and graphically		
C. Approximate curve information for all curves		
D. Inundation lines for design flood		
2-101.2(4) BOUNDARY DATA:		
A. Fully dimensioned (approximate)		
B. Proposed as solid lines, existing as dashed lines		
C. Tied to street centerline		
D. City/County boundaries identified		
2-101.2(5) EXISTING		
A. Highways, streets, roads - names, grades, widths, if private designated as such		
B. Sidewalks, pavement, curbs and gutters, street lights, driveways		
C. Easements – location, purpose, size, public or private and recording information		
D. Utilities:		
1. Sewer - location, size, type, depth manholes		
2. Water - location, size, type		
3. Gas - location, size		
4. Electrical, telephone, cable TV lines - location, size, type, poles, overhead or underground		
E. Buildings/structures identified as to land use		
F. Buildings/structures – located with respect to lot lines		
G. Trees – groves, orchards and trees of trunk diameter 4" (10cm) or more shown		
H. Contours – maximum 5' (2m) interval		
I. Water courses – widths, directions of flow		
J. Adjacent lands if owned, leased, or under option to purchase by owner		

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SECTION 2: SUBDIVISION MAPS

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ITEM	CHECK	REMARKS
2-101.2(6) PROPOSED DEVELOPMENT:		
A. Highways, streets, roads – locations, grades, widths, and if to be private, designated as such		
B. Proposed street and easement dedications		
C. Approved street names (or temporary names) shown		
D. Sidewalks, curbs and gutters, driveways, pedestrian ramps		
E. Sewers – location, size, type, manholes		
F. Drainage facilities		
G. Existing buildings to be removed or relocated and proposed buildings shown		
H. Grading – degree of slope, benches, retaining walls, pad elevations		
I. Removal of existing trees		
J. Easements – location, purpose, size, public or private		
2-101.2(7) LOT INFORMATION		
A. Approximate dimensions		
B. Numbered in consecutive order		
C. Net area of each parcel (acres or square feet (m ²))		

MAJOR SUBDIVISIONS
SECTION 2-102
FINAL MAPS

2-102 FINAL SUBDIVISION MAPS

2-102.1 PURPOSE

Final subdivision maps are the legal means by which property is subdivided. Final maps show all information relating to title interest in the property including lot boundaries, easements, reservations, and dedications. The Engineering Division of the Public Works Department is responsible for processing final subdivision maps and presenting the maps to City Council for approval. Time limitations for submissions and processing are contained in the Subdivision Map Act.

2-102.2 FORM AND CONTENT

(1) General

- a) Final maps shall be clearly and legibly drawn on 18" X 26" (46cm X 66cm) mylar (min. 3 mils (0.08mm) thick) using black drawing ink only.
- b) Hand lettering shall be a minimum of 1/8" (3mm) in height. Typed or computer generated lettering shall be a minimum of 1/10" (2.5mm) in height.
- c) Final maps shall contain a 1" (2.5cm) margin separated by a medium heavy marginal line completely around each sheet.
- d) Subdivision title, unit number and tract number shall be shown on each sheet, centered and below the upper margin. Maps filed for "Reversion to Acreage" or for "Resubdivision" shall include such terminology in the subdivision title.
- e) Lowest and highest lot numbers shall be circled on key map and on subsequent sheets.

(2) MARGIN INFORMATION - The following information shall be included on each sheet of the final map:

a) Upper right:

- 1) MAP NO 4" (10cm) LINE
- 2) SHEET _____ OF _____

b) Lower right:

- 1) City of Chula Vista Work Order No.;
- 2) Tentative Map No.;
- 3) California Coordinates (i.e. LC 154-1755)

c) Lower left - Name, address and phone number of engineer or firm that prepared the final map.

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- (3) Title/Cover Sheet Information - The following information shall be included on the final map title or cover sheet:
- a) Generalized legal description centered under the subdivision title
 - b) Total number of lots, units, numbered lots, and lettered lots within the subdivision centered under the legal description
 - c) Gross area of map in acres
 - d) Name of the title company and subdivision guarantee order number
 - e) Vicinity map with north arrow and scale indicated
 - f) Certificates and jurat as shown in Section 2-600 or as required by the Map Act including but not limited to:
 - (1) Owners' Certificate
 - (2) Holders of Beneficial Interest or Trustees Under Trust Deed per Sec. 66436(a)(2)
 - (3) Surveyor's Certificate
 - (4) City Engineer's Certificate
 - (5) City Clerk's Certificate
 - (6) County Tax Assessor's Certificate
 - (7) Recorder's Certificate
 - (8) County Board of Supervisor's Certificate
- Additional sheets as necessary may be added to accommodate the required certificates.
- g) A separate index sheet may also be necessary and shall show the following:
- 1) Identify sheet numbers.
 - 2) All lots shown and numbered or lettered.
 - 3) All streets shown and identified.
 - 4) Show subdivision, City-County boundaries, etc.
 - 5) Surveyor's Company Information (name, address, and phone number.
- (4) Procedure of Survey - Final Maps shall include a procedure of survey as set forth in Section 2-301 of this manual.
- (5) Map Sheets - General. The following shall be shown on each map sheet:
- a) North arrow and scale in words or figures and graphically (minimum 1"=100' (1cm = 10m)).
 - b) Boundaries:
 - (1) Indicate the exterior boundary of the subdivision using a solid boundary line approximately 1/6" wide.

- (2) Clearly indicate the location, dimensions, and bearings of the proposed lots.
 - (3) Identify City/County boundary as applicable.
 - (4) Show adjacent lot, block, subdivision, or section lines using dashed or shadowed lines.
 - (5) All lines shown on the map within the boundary that do not constitute a part of the subdivision, and any area enclosed by such lines, shall be labeled "not a part of this subdivision" and shall be dashed.
- c) Show existing and proposed street names, widths and sidelines (solid lines).
 - d) Consecutively number or letter each proposed lot. Lots offered for dedication as open space lots shall be lettered consecutively beginning with Lot "A".
 - e) Indicate monuments found, and to be set, using distinct symbols per Section 2-302.4 of this manual. Monumentation and basis of bearing shall conform to subdivision requirements as prescribed in the manual under Section 2-301.
 - f) Show all survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines, lot lines and street centerlines appearing thereon, including bearings, basis of bearings, and distances of straight lines, and radii and arc lengths for all curves, and such information as may be necessary to determine the location of the centers of curves. No ditto marks shall be used for any dimensions. All line and arc segment lengths shown shall add to total lengths shown.
 - g) All reference data adjacent (or in the near vicinity) such as section corners, blocks, lot lines, recorded maps, etc.
 - h) Record bearings, distances and references in parentheses for latest record map.
 - i) Arrange map sheets so that no lot is split between two or more sheets.
- (6) Dedicated Streets
- a) Indicate right of way lines of each street being dedicated and widths of any existing street dedications.
 - b) Indicate widths and locations of adjacent streets and other public properties within 50' (15m) of the subdivision
 - c) Indicates access rights to be relinquished or previous relinquishments by short hash marks along the relinquishment section. Relinquishment shall be shown in the legend thus: "////// indicates abutter's rights of access relinquished hereon."
 - d) All private streets shall be shown on the subdivision map and shall be clearly identified as a "Private Street."

(7) Easements:

- a) Sidelines of all existing easements to remain in effect and all proposed easements shall be shown by fine dotted lines.
- b) Widths of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision must be shown.
- c) All easements shall be clearly labeled and identified.
- d) Existing Easements to Remain in Effect:
 - 1) All existing easements to remain in effect shall be shown on the map. If an existing easement to remain in effect cannot be definitely located, a statement of the existence, the nature thereof and its recorded reference must appear on the title sheet.
 - 2) Distances and bearings on the side lines of lots that are intersected by an easement must be dimensioned to indicate clearly along the lot line from at least one end of that line.
 - 3) Sidelines of existing easements need not be dimensioned.
 - 4) Clearly label and identify all existing easements to remain in effect including the recording information.
- e) Dedicated Easements:
 - 1) Easements dedicated on the map shall be indicated in the owners' certificate.
 - 2) Fully dimension, including the side lines, all proposed easements with the exception of street tree easements and 10' (3m) general utility easements in open space lots.
 - 3) Street tree easements shall be provided in conformance with City Standards. In any instance where sidewalk is waived or a less than standard right of way width is approved, the easement for street trees shall have a minimum width of 10' (3m).
- f) Public Easements to be Abandoned - Pursuant to Section 66499.20-1/2 of the State Subdivision Map Act, existing public easements may be abandoned on the final map. Said easements shall not be plotted and a certificate shall be placed on the title sheet of the final map.

(8) Master Subdivision or "A" Map:

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- a) A master subdivision is intended to create superblocks, based on an approved tentative map, for subsequent subdivision into smaller lots by the eventual buyer of a superblock.
 - b) All lots shall front on a dedicated and improved (or bonded) public street.
 - c) Utility easements shall be adequate to allow service to any individual superblock without obtaining additional rights from owners of other superblocks.
 - d) Grading, as a minimum, shall include all streets to be dedicated, all common easements, and along common lot lines in conformance with grades shown on the approved tentative map.
 - e) The Master Subdivision Map shall only map that portion of the tentative map that can satisfy the above conditions. Any "remainder" of the phased mapping of an approved tentative map area must have access to a dedicated and improved (or bonded) public street.

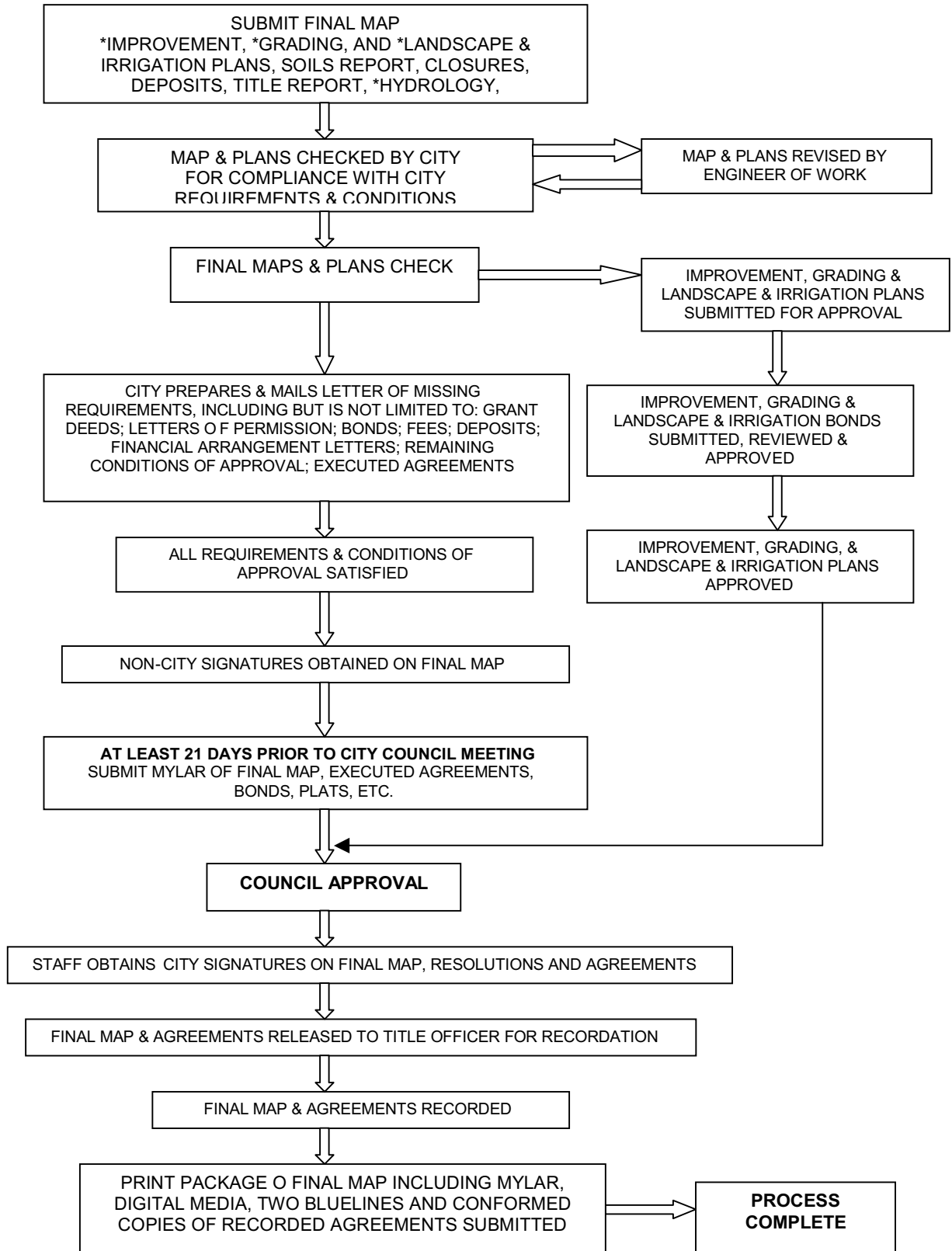
2-102.3 PROCESSING

(1) Submittal Requirements

- a) Acceptance of Maps for Plan Check - In order to reduce the number of revisions and reduce the number of plan checks; to allow staff to efficiently review plans; to provide a timely review of the initial and subsequent submittals and to treat all development submittals in a fair and equitable manner; submittals and resubmittals will only be made by appointment with the city's project engineer. The submittal will be checked for compliance with the check sheet. Subsequent submittals will also be checked for responsiveness to questions or corrections noted on the plans. If the submittals are not complete, they will be returned without checking.
- b) First Submittal - The first submittal package includes but is not limited to the following:
 - 1) Initial plan check deposit.
 - 2) Executed Development Agreement.
 - 3) Blueline copies of Final Map per Section 5-201 of this manual.
 - 4) Proof of ownership (Title Report dated within 60 days of map submittal).
 - 5) Copies of all deeds, deed restrictions, and easements, including copies of all maps and other documents referenced on the map.
 - 6) Traverse and closure computations including exterior boundary traverse, lots, and ties to CCS83 monuments. Traverses shall close within 1:10,000. Traverses shall be based on map calls and not inverses.
 - 7) Improvement Plans (if required).
 - 8) Grading Plans (if required).
 - 9) Landscape Improvement Plans (if required).
 - 10) Design data and/or calculations for special structures.
 - 11) Engineer's estimates for construction of public improvements, grading, landscape and irrigation, and survey monumentation (may be submitted with subsequent plan check).
 - 12) Other items as specified by City Council in approval of tentative map.
- c) Subsequent Plan Check - Subsequent plan check submittals shall include but not be limited to:
 - 1) 2 revised blueline copies.
 - 2) Original City plan check comments.

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- 3) Other information and documentation as requested.
- (2) **Additional** Items Required a Minimum of 21 Days Prior to Council Consideration:
- a) Pay all fees that are due prior to final map approval and all assessments.
 - b) Inspection and plan check deposits as required by the City Engineer.
 - c) Subdivision Improvement Agreement(s). Three executed originals required (City signatures not required).
 - d) Supplemental Subdivision Improvement Agreement(s). Three executed originals required (City signatures not required).
 - e) Bonds or request for delayed bonding procedure.
 - f) Easements for off-site improvements.
 - g) Executed Grant Deeds for dedicated open space lots.
 - h) Any other required deeds and/or easements.
 - i) Plats of the subdivision:
 - 1) One 200 scale reproducible plat;
 - 2) One 400 scale reproducible plat;
 - 3) One 8-1/2" X 11" (22cm X 28cm) transparency plat;
 - j) Updated title report and subdivision guarantee dated within sixty (60) days of proposed Council meeting.
 - k) Compliance with all outstanding conditions of approval.
 - l) Signed mylars of the final map. At least eight (8) days in advance of the date scheduled for Council consideration, the title sheet shall be fully executed except for certificates by the City Clerk, and Attorney, Clerk of Board of Supervisors and County Recorder.
- (3) Final subdivision maps are not considered filed until all documents and plans supporting the subdivision have been submitted and the required fees have been paid.
- (4) **Approval** - All conditions of approval and other documentation must be received no later than 21 days prior to City Council Approval. Final subdivision maps will not be docketed for City Council agenda until all items required have been received. Following Council approval, City staff will obtain the required City signatures on all maps and agreements.
- (5) **Recordation Procedures** - Signed maps, deeds and agreements will be released only to the title officer of record to be recorded with the County of San Diego. Title officer shall provide the City with conformed copies of the deeds and agreements, a full size photo mylar of recorded map (min. 3mils (0.08mm) thick) and the required number of blueline copies (see Section 5-201).

2-102.4 **FINAL SUBDIVISION MAP FLOW CHART**



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SAMPLE FINAL MAP

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2-102.6 SUBDIVISION FINAL MAP CHECKLIST
CITY OF CHULA VISTA

FOR OFFICES USE ONLY

DE- _____
FILE _____
INITIALS: _____
DATE: _____
T.M. EXP.: _____

NAME

CVT NO.

Property Owner(s):

&
Address

Engineer/Surveyor:

Phone:

(References are to City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS
2-102.3(1) FIRST SUBMITTAL REQUIREMENTS		
A. Initial Plan Check Deposit	<div>Amount \$ _____</div>	
B. Development Processing Agreement executed		
C. Blueline copies submitted		
D. Proof of ownership grant deeds, and title report		
E. Current grant deeds and/or pre-1972 deeds, deed restrictions and easements		
F. Copies of traverses and closures submitted		
G. Hydraulic Calculations		
H. Soils Report		
I. Improvement plans submitted (see Section 4-100)		
J. Grading plans submitted (see Section 4-200)		
K. Landscape & Irrigation plans (see Section 4-300)		
L. Design data and/or calculations for special structures		
M. Other items as required by tentative map approval		

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ITEM	CHECK	REMARKS
N. Engineer's cost estimates for improvements, grading, landscape & irrigation, and survey monumentation		
2-102.2 FORM & CONTENT - General		
A. Drawn on 18" x 26" (46cm x 66cm) polyester base film with black drawing ink		
B. Lettering – Computer or typed lettering min. 0.10 in. high; Hand lettering min. 1/8 in. high		
C. One-inch (2.5 cm) margin		
D. Subdivision title, unit number, and tract number shown on each sheet		
2-102.2(2) Margin Information		
A. Upper Right		
a) Final Map No. <u> (4" (10 cm) line) </u> in upper right hand margin		
b) Sheet <u> </u> of <u> </u> sheet(s)		
B. Lower Right		
a) City of Chula Vista W.O. No.		
b) Tentative Map No.		
c) California Coordinates (LC)		
C. Lower Left – Name, address & phone number of engineer		
2-102.2(3) Title/Cover Sheet		
A. A generalized legal description centered under the subdivision title		
B. Total number of lots, units, numbered lots, and lettered lots shown under the legal description		
C. Gross area of map in acres (square meters)		
D. Name of the title company and subdivision guarantee order number		
E. Vicinity map with north arrow and scale indicated		
F. Certificates and jurat as required in Section 2-600		
G. Index sheet, if necessary, shall include the following:		
a) Identify sheet numbers		
b) All lots shown and numbered or lettered		

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ITEM	CHECK	REMARKS
c) All streets shown and identified		
d) Show subdivision, City-County boundaries, etc.		
2-301.3 Procedure of Survey – Form & Content		
A. Basis of Bearing		
a) Basis of Bearing not of record conform to following:		
(1) Established from at least 2 California Coordinate System, Zone 6, NAD 83 points of second order or better.		
(2) Note stating that the basis of bearing is the California Coordinate System, Zone 6, NAD 83 with a list of coordinate station names and coordinates		
(3) Established from a triangulation or trilateration net on the map with ties to existing control points and at least 2 points on subdivision boundary.		
b) Basis of bearing that is a reference line must conform to following:		
(1) Shown on a recorded subdivision map or record of survey		
(2) Bearing of reference line is in terms of the California Coordinate System		
(3) A least two found or established points of record are on reference line		
(4) A basis of bearing statement including a description of the line, the name of the reference map and the reference bearing and indicating that the bearings, distances and coordinate are in terms of the California Coordinate System, Zone 6, NAD 83		
c) Following must be shown for basis of bearing:		
(1) Record bearing shown on line		
(2) Line established by two record monuments		
d) The basis of bearing must NOT:		
(1) Be assumed or calculated		
(2) Line may not be only shown on a City tie point sheet, improvement drawing, State highway map, road survey, or any other map that is not recorded		
B. Legend (see standard symbols CVD SS-01 thru SS-05)		
a) Definition of all abbreviations used		

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ITEM	CHECK	REMARKS
b) Explanation of any special conditions		
c) Explanation concerning monuments for interior lot corners		
d) Symbol for City/County boundary as needed		
e) Symbol for subdivision boundary		
f) Symbol for lot boundary		
g) Symbol for first and last lot number		
h) Symbol for each type of monument to be set		
i) Symbol for found monuments as needed		
j) Other symbols as needed for relinquishing access rights, easement call, etc.		
C. Title centered at top of sheet including subdivision name and tract or tentative parcel map number and "Procedure of Survey" directly below.		
D. Civil Engineer or Land Surveyor's certificate with signature and seal if it doesn't fit on title sheet.		
E. Vicinity map with north arrow and scale indicated		
F. North arrow and Scale: min. 1" = 200' (1cm = 20m)		
G. Other notes as needed to clarify survey, monumentation, or easements		
H. Miscellaneous		
a) Gross area: (square feet and acres (square meters))		
b) Table showing area, number of units and proposed use for each lot (condos only)		
c) Other certificates that could not fit on title sheet		
d) All lots shown and numbered		
e) All streets shown and identified		
f) Show record bearings, distances, and references in parenthesis for latest record map in disagreement with survey		
g) Show record bearings, distances and references in parenthesis for any deed data in disagreement with survey		
h) Record maps, sections, ¼ sections identified		
i) Signature omission statement and signature omission letters per Section 66436 of the Subdivision Map Act		

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ITEM	CHECK	REMARKS
2-102.2(5) Map Sheets		
A. A north arrow and scale in words or figures and graphically (minimum 1" = 100' (1cm = 10m))		
B. Boundaries:		
a) Exterior boundary is a solid dashed boundary line approximately 1/16" (1.5mm) wide		
b) Location, dimensions, and bearings of the proposed lots shown		
c) City/Council boundary (if applicable)		
d) Adjacent lot, block, subdivision, or section lines dashed or shadowed		
e) Lines shown that do not constitute a part of the subdivision, and any area enclosed by such lines, labeled "not a part" and dashed		
C. Existing and proposed street names, widths and sidelines (solid lines)		
D. Lots consecutively numbered or lettered. Open Space Lots lettered		
E. Monuments found, and to be set, using distinct symbols per Section 2- 302		
F. All survey and mathematical information and data necessary to locate all monuments and to locate and retrace all boundaries and lines. Sum of parts of any line or curve must equal total length.		
G. All reference data adjacent shown		
H. Record bearings, distances and references in parenthesis for latest record map in disagreement with survey		
I. No lot is split between two or more sheets where practicable		
2-102.3(6) Dedicated Streets		
A. Right of way lines and widths of each street being dedicated of any existing streets		
B. Widths and locations of adjacent streets and public properties within 50' (15m) of subdivision		
C. Amount of conformity or non-conformity of proposed streets that are a continuation of an existing street		

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ITEM	CHECK	REMARKS
D. Access rights to be relinquished or previous relinquishments, by short hash marks along the relinquishment section		
E. Private streets shown and clearly identified		
F. Easements		
a) Side easement lines shown as light dash lines		
b) Widths of all easements and sufficient ties to the subdivision must be shown.		
c) Identify as existing or proposed and purpose		
d) Existing Easements to Remain in Effect:		
(1) Existing easements to remain in effect shown or noted as not plottable		
(2) Distances and bearings on the side lines of lots that are cut by an easement shown		
(3) Sidelines of existing easements not dimensioned		
(4) All existing easements to remain in effect clearly labeled and identified		
e) Dedicated Easements:		
(1) Easements to be granted on the map shall be included in the owners' certificate		
(2) All proposed easements fully dimensioned, including the side lines (street tree easements and 10' (3m) general utility easements in open space lots excepted)		
(3) Street tree easements provided in conformance with City Standards		
G. Public Easements to be Abandoned not plotted and a certificate on the title sheet		
2-102.3(c) Submittal for Council Approval		
A. All fees that are due prior to final map approval and all assessments paid;		
B. Inspection and plan check deposits as required by the City Engineer;		
C. Subdivision Improvement Agreement(s)		
D. Supplemental Subdivision Improvement Agreement(s)		
E. Bonds or request for delayed bonding procedure		
F. Easements for off-site improvements		

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ITEM	CHECK	REMARKS
G. Grant Deeds for dedicated open space lots		
H. Any other required deeds and/or easements		
I. Plats of the subdivision: One 200 scale reproducible plat; One 400 scale reproducible plat; One 8-1/2" x 11" (22cm x 28cm) transparency plat;		
J. Updated title report and subdivision guarantee dated within sixty (60) days of proposed Council meeting		
K. Compliance with all outstanding conditions of approval		
L. Signed mylars of the final map. At least eight (8) days in advance of the date scheduled for Council consideration, the title sheet shall be fully executed except for certificates by the City Clerk, City Attorney, Clerk of the Board of Supervisors and County Recorder. A recorded tax certificate shall be submitted.		

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